

Division of Purchases - BP37 Decision Matrix

Contract Type	BP37SS	BP37CA	No Cover Form
BP54 (\$5000 and above)	X	X	
Amendments	X		
BP18 (\$5000 and below)			X
Cooperative Agreement	X		

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Agreements using a contract form BP54 must have either the BP37SS or BP37CA coversheet attached when the contract is submitted to the Division of Purchases.

A BP37CA must be attached to contracts that are the result of an RFP.

A BP37SS form would be used for submitting a contract that has not been through a competitive process as outlined in statute. A BP37SS is also necessary for amendments and cooperative agreements.

The BP37SS and BP37CA forms are critical to the Division of Purchases understanding of your rationale for the necessity of the contracts you submit so it is imperative that you complete these forms completely and coherently.